1. Purpose

   The SAS PM determines whether the Alpha Review will occur. The determination is based upon his/her examination of the CTA/Portfolio Leader's Evaluation Report along with its attachments. If there are important questions or clarifications needed to make a decision to terminate or continue the project, the SAS PM has the prerogative to call for a formal review. Such reviews are normally held at the program office in Arlington, Virginia.
   The Alpha Review is the **formal** venue at which the Alpha test results and CTA/Portfolio Leader's evaluation are presented to the SAS PM. The SAS PM chairs the review, aided by the CTA/Portfolio Leader. The review provides the SAS PM with a current overview of the project as well as the results of the Alpha level test event and CTA/Portfolio Leader's evaluation. It gives the SAS PM an opportunity to meet with the CTA/Portfolio Leader, the Project Principal Investigator and the Alpha SME to thoroughly understand the code's performance strengths and weaknesses and to resolve any questions concerning the conduct of the test event.

2. Preparation

   Well in advance of the review, the CTA/Portfolio Leader will review his/her own as well as the Project Principal Investigator's and Alpha SME's presentation materials and reports and ensure that they are completed and **revised as necessary in accordance with SAS PM's guidance**. (Materials which are revised should be clearly marked as such.) The CTA/Portfolio Leader will also ensure that the following read-ahead information and documents (in the media specified below) are complete and are received by the SAS PM or his/her staff **three weeks** before the review. Please note that hard copy originals of both formal reports must be signed and transmitted by mail. Also note that all items must be provided in MS Office-compatible media as shown in the far right column of the table below.

Items	Originator	Hard Copy	MS Office-Compatible Electronic Media
Evaluation Report (subsequent items being attachments thereto)	CTA/Portfolio Leader	x (signed)	MS Word, RTF or PDF
Alpha Test Plan (Approved version used for the test event)	Project Principal Investigator		MS Word, RTF or PDF
Alpha Test Report	Alpha SME	x (signed)	MS Word, RTF or PDF
Test performance data matrix	Alpha SME		MS Excel
Test results	Alpha SME		MS Excel, RTF or PDF
Presentation materials (viewgraphs content and format below)	All		MS PowerPoint
User comments and critiques (if available)	All	x	MS Word, RTF or PDF
User and installation manuals and other pertinent *technical* documentation extant	Project Principal Investigator		MS Word, RTF or PDF
Examples of representative code front-end(s), input and output, validation scripts, etc.	Project Principal Investigator	x	RTF or PDF
Other project *management* plans (if applicable)	Project Principal Investigator	x	Word, RTF or PDF

3. Attire

Business attire is expected for this review.

4. Alpha Review Presentation Format and Order of Events

The project team will provide an Alpha Review presentation to the SAS PM. This oral briefing and accompanying viewgraphs will consist of the subject areas and sequence shown in the table below. Time limits shown are approximations. The project overview should take no longer than 30 minutes; based on past experience, any overview that lasts more than 30 minutes dwells on technical details at the expense of exploring the project's impact. Since the Alpha SME test report provides an assessment of the technical merit of the project and is received by the SAS PM two weeks prior to the Alpha Review. The SAS PM will know the answer to, "Does the software work?" and will concentrate on issues such as, "Will the software actually be used?", "By whom?", and "Will the software be adequately protected and supported?"

Presentation Category	Time Limit	Information to be Presented	Presenter
Introductions	10 minutes	Not applicable	CTA/Portfolio Leader and SAS PM
Project Overview	30 minutes	- Provide the project technical goals. - Provide the project successes and current or expected impact on DoD's mission. - Identify all users of the Alpha version of the CHSSI software (include organization, phone number, email address on viewgraphs).	Project Principal Investigator
Test Results	30 minutes	- Present any deviations from the test plan - Present test results for all targeted platforms, each CTP. - Discuss the MS Excel matrix of test results. - Discuss any pertinent test issues. - Review the Alpha SME's portion of the Alpha-level PMIs.	Alpha SME
Programmatic and Other Issues	30 minutes	- Identify any technical and managerial impediments to the project. - Describe how PET has impacted the project. - Address plans to sustain software after CHSSI. - Discuss intellectual property rights issues with respect to software. - Discuss security and export control issues with respect to software. - Describe the software release policy. - Identify any lessons learned.	Project Principal Investigator
CTA/Portfolio Leader Evaluation and Summary	10 minutes	- Provide a summary of the evaluation report and a summary of the state of the project and any outstanding actions. - Identify any lessons learned.	CTA/Portfolio Leader

5. Discussion of Review Findings

The SAS PM and the CTA/Portfolio Leader will caucus to discuss the findings of the review. The Project Principal Investigator and the Alpha SME may be requested to provide further details during these discussions.

6. SAS PM Feedback

Typically, oral feedback will be provided after the caucus and formal written feedback will be sent at a later date. The SAS PM will provide a written document summarizing the Alpha Review results, detailing any recommended corrective action(s), and will provide a decision on authority to release the software for further development. This document will also address and validate the project's PMIs. The decision for continued HPCMP funding will be addressed. This feedback will be sent to the CTA/Portfolio Leader who will be responsible for communicating results of the test to the Project Principal Investigator. The Project Principal Investigator will implement any corrective action and report on the corrective actions required and progress of implementing the corrective actions in the project's quarterly report.